

OFFICE OF PERSONNEL MEMORANDUM NO. 20-370-

SUBJECT: Initiation and Processing of Fitness Reports

REFERENCE: Regulation Fitness Report (to be published)

RESCISSION: OPM 20-370-7 (55-56), Subject: Initiation and Processing of Fitness Reports, 28 September 1956

1. This memorandum establishes the responsibilities and procedures for implementation of reference which requires the Office of Personnel to prepare and disseminate advance rosters of Fitness Report due dates for Staff Employees and Staff Agents, and also prescribes related processing of completed reports.

2. The new fitness report system as approved by the Career Council went into effect on 1 January 1959. The system provides for a new form and a new schedule for submitting annual reports on Staff Employees and Staff Agents based on the individual's GS grade. A schedule for reports on wage administration employees will be determined by the Director of Personnel and the Chief of the Operating Component concerned and issued in a separate OPM. The instruction sheet attached to the Fitness Report form outlines the types of reports; distribution of the completed forms (4th copy for the component personnel office; 5th copy for the supervisor's work copy); and, also indicates that an evaluation in memorandum form may be used for personnel of GS-14 and above.

3. Responsibilities and Procedures

a. Chief, Records and Services Division (RSD)

(1) Will forward to Administrative or Personnel Officers of Operating Components, Fitness Report Rosters by career service and organization assignment in triplicate for Staff Employees and Staff Agents at headquarters, and in the foreign field. The roster will be forwarded prior to the 16th calendar day of the month preceding that in which the reporting period ends.

(2) Two copies of each DD/I and DD/S Career Service roster will be provided the Chief, Personnel Operations Division (POD).

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Two copies of each Clandestine Services Career Service roster will be provided the Chief, Clandestine Services Personnel Division (CSPD). Two copies of each DD/I Career Service roster will be provided the Assistant to the DD/I (Administration).

b. Chief, Personnel Operations Division (POD)

(1) Processing of completed Fitness Reports for members of DD/I and DD/S Career Services.

(a) Upon receipt of the original and copy of the completed Fitness Report, the Placement Clerk will date stamp both and forward the original to the responsible DD/I or DD/S Placement Officer and the copy to the Assessment and Evaluation Staff, Office of Training.

(b) Placement Officers will initial and date reports as reviewed and check off the names on the Fitness Report Roster concerned. Those Fitness Reports showing a rating of 1 or 2 under Section C, or otherwise reflecting unsatisfactory or marginal performance or conduct, will be referred promptly to the Special Assistant to the Director of Personnel (SA/D/Pers).

(c) Except as provided in (b) above, after the reports have been reviewed and initialed, they will be forwarded to the Files Section, RSD, for filing in the individual's Official Personnel Folder. When it is necessary for a Placement Officer to retain a report for more than three working days, he will send it to the Files Section for filing in the Official Personnel Folder and request that the folder be charged to him.

(2) Delinquent Reports and Follow-ups for DD/I and DD/S Career Services by Command Jurisdiction.

(a) Placement Officers will prepare delinquent lists of reports not received by the 30th day following the date due in the Office of Personnel.

(b) Chief, POD, Operations (C/POD/Ops) will consolidate the lists of delinquent reports according to command jurisdiction. The lists of those Staff Employees or Staff Agents assigned to DD/I, will be sent to the Operating Component concerned for follow-up. The lists of those Staff Employees or Staff Agents assigned to DD/P, will be sent to C/CSPD, for follow-up. C/POD/Ops will follow-up all delinquent reports within DD/S.

- 2 -

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(c) Follow-ups on delinquent reports will be accomplished on a 30 day basis until all reports have been received.

c. Chief, Clandestine Services Personnel Division (CSPD)

(1) For Fitness Reports concerning members of the Clandestine Services Career Service, the procedures followed by CSPD will precede those outlined for POD in paragraph 3b.

(2) A list of delinquent reports for members of the Clandestine Services Career Service who are assigned to the DD/I and the DD/S will be sent to for follow-up. Follow-ups on delinquent reports will be accomplished on a 30 day basis until all reports have been received. 25X1

(3) CSPD will refer promptly to SA/D/Pers those Fitness Reports showing a rating of 1 or 2 under Section C, or otherwise reflecting unsatisfactory or marginal performance or conduct.

Gordon M. Stewart
Director of Personnel

- 3 -

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